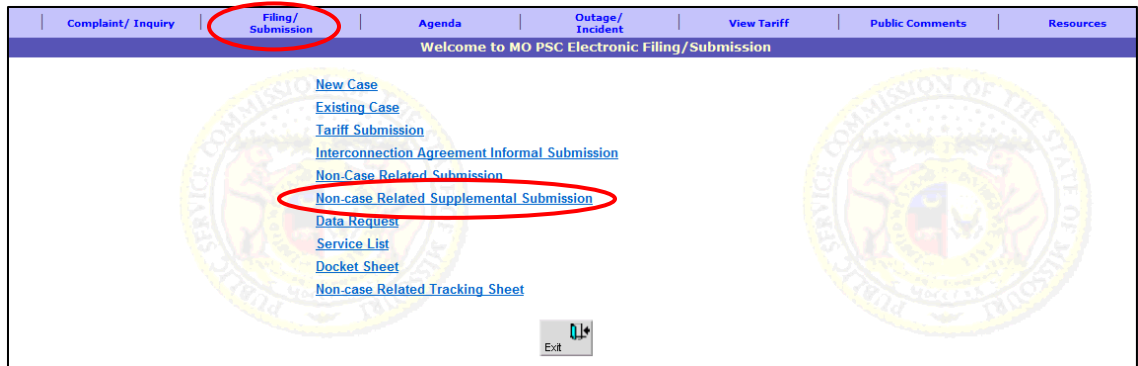


# Missouri Public Service Commission

## EFIS – Submit Supplemental Annual Report or Supplemental Extensions

To file a Supplemental Annual Report submission or a supplemental Annual Report Extension submission:

1. Log into EFIS.
2. From the 'Welcome' screen click the '**Filing/Submission**' menu option.
3. Select the '**Non-Case Related Supplemental Submission**' link to continue to the '**Supplemental Submission**' screen.



On the 'Supplemental Submission' screen, complete the following steps:

4. Beside '**Tracking No.**', input the '**BMAR**' (for Annual Reports) or '**BARE**' (for Annual Report Extensions) Tracking Number from the original submission.
5. The following fields will auto-populate after the tracking number has been inputted.
  - a. '**Utility Type**'
  - b. '**Company Name**'
  - c. '**Type of Submission**'
6. Beside '**Title of Filing**', select the most appropriate option from the drop-down list.
7. Beside '**Comments**', input any comments, if desired.
8. In the '**Filing on Behalf Of**' field, select the company for which you are filing the report.
  - *The list provided will contain only those companies for which you are designated as a contact. If you do not see the company in the list, contact the company, and ask them to add you as a contact or notify the Data Center.*
9. Click the '**Continue**' button to continue to the '**Filing/Submission – Attachment(s)**' screen.

The screenshot shows the 'Supplemental Submission' form. At the top, there is a 'SESSION TIMEOUT WARNING' message. Below this, there is a list of 'Required Fields' on the left and their corresponding input fields on the right. The fields are: Tracking No. (BMAR-2017-0002), Utility Type (Electric), Company Name (Electric Missouri, Inc.-Investor(Electric)), Type Of Submission (Annual Report (MO PSC)), Title of Filing (Staffs Initial Review, Deficiency, Response Required), Comments (Company needs to update figures), Filing on Behalf Of (MO PSC Staff-(All)), and Date Filed (7/27/2016). At the bottom, there is a table with columns 'Sl.No.', 'Attachment(s)', and 'Security Level'. Below the table, there are three buttons: 'Continue' (circled in red), 'Clear', and 'Exit'.

# Missouri Public Service Commission

## EFIS – Submit Supplemental Annual Report or Supplemental Extensions

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On the 'Filing/Submission – Attachment(s)' screen, complete the following steps:

10. Click the '**Browse**' button to select the document(s) for attaching.

**Note:** File names and file paths cannot use any special characters (%&^\*#@) except an underscore or hyphen.

11. Under '**Select Document Security from the following:**', select the applicable radio button for the document's security level.

**Note:** It is the filer's responsibility to denote the correct security level on every document.

12. Click the '**Attach**' button to attach the document.

**Note:** Multiple attachments may be made by selecting a document, its security level and then clicking the 'Attach' button.

**Filing/Submission - Attachment(s)**

**SESSION TIMEOUT WARNING:** Please be advised that when logged into EFIS, your EFIS session will time out (expire) after 20 minutes of inactivity. If your session times out, you will be returned to the logon screen (even if you were able to continue typing text or making entries on the screen). In addition, any data or attachments awaiting submission will be lost.

**DISCLAIMER:** It is the sole responsibility of the person or entity submitting a "Public" version of the electronic document file(s), not the Missouri Public Service Commission (MoPSC), to take appropriate measures to ensure that any hidden embedded "Proprietary" and "Highly Confidential" information is to the best of his or her knowledge, information and belief, non-viewable, non-searchable and non-reversible. Informal consumer complaints and the attachments to such complaints are automatically considered highly confidential. Only the Public Service Commission, its staff and the utility against which the complaint is being filed have access to the information entered or attached. (Please review declaration page)

**Attachment Process:**  
1: Click Browse to select the document from your local/Network drive or type the path to the document.  
2: Select the security (Public, Proprietary or Highly Confidential) of the document. By default the security is Public.  
3: Click "Attach" button (Repeat Step 1 thru Step 3 if you wish to attach more than one document to this submission).  
4: Click "Done With Attach" button when you are done attaching document(s) for this submission.

**Note:** The system will not upload any single attachment greater than 20 MB. Documents larger than 20 MB will need to be divided into more than one attachment.

H:\test doc.pdf Browse...

**Select Document Security from the following:**  
☒ Public ☐ Highly Confidential ☐ Proprietary

Attach Done with Attach Delete

# Missouri Public Service Commission

## EFIS – Submit Supplemental Annual Report or Supplemental Extensions

13. Click the **'Done with Attach'** button after all the attachments have been uploaded.

**Filing/Submission - Attachment(s)**

**SESSION TIMEOUT WARNING:** Please be advised that when logged into EFIS, your EFIS session will time out (expire) after 20 minutes of inactivity. If your session times out, you will be returned to the login screen (even if you were able to continue typing text or making entries on the screen). In addition, any data or attachments awaiting submission will be lost.

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**Attachment Process:**  
1: Click Browse to select the document from your local/Network drive or type the path to the document.  
2: Select the security (Public, Proprietary or Highly Confidential) of the document. By default the security is Public.  
3: Click "Attach" button (Repeat Step 1 thru Step 3 if you wish to attach more than one document to this submission).  
4: Click "Done With Attach" button when you are done attaching document(s) for this submission.

**Notes:** The system will not upload any single attachment greater than 20 MB. Documents larger than 20 MB will need to be divided into more than one attachment.

*To remove an item from the 'Attachment' list, click the 'Delete' checkbox and then click the 'Delete' button below.*

*The 'Attachment' list contains the 'Security Level' selected for each document.*

Delete	Attachments	Security Level
<input type="checkbox"/>	<a href="#">test.doc.pdf</a>	Public

Attach Done with Attach Delete

14. After verifying the security levels on the attachment(s), click the **'OK'** button to continue to the **'Supplemental Submission'** screen.

**Message from webpage**

Have you verified the documents attached are properly identified as HC, P or Public documents?

OK Cancel

# Missouri Public Service Commission

## EFIS – Submit Supplemental Annual Report or Supplemental Extensions

15. Click the 'Submit' button.

**Supplemental Submission**

**SESSION TIMEOUT WARNING:** Please be advised that when logged into EFIS, your EFIS session **will** time out (expire) after 20 minutes of inactivity. If your session times out, you will be returned to the login screen (even if you were able to continue typing text or making entries on the screen). In addition, any data or attachments awaiting submission will be lost.

**\* Required Fields**

**\* Tracking No.** BMAR-2017-0002

**Utility Type** Electric

**Company Name** Electric Missouri, Inc.-Investor(Electric)

**Type Of Submission** Annual Report (MO PSC)

**\* Title of Filing** Staffs Initial Review, Deficiency, Response Required

**Comments** Company needs to update figures  
(Allows only 250 characters)

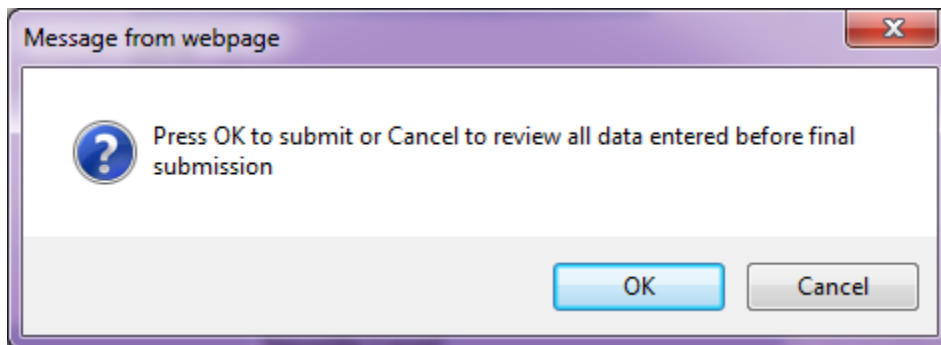
**\* Filing on Behalf Of** MO PSC Staff-(All)

**Date Filed** 7/27/2016

Sl.No.	Attachment(s)	Security Level)
1	<a href="#">test doc.pdf</a>	Public

Submit Attach Clear Exit

16. Click the 'OK' button to submit the filing or the 'Cancel' button if changes need to be made.



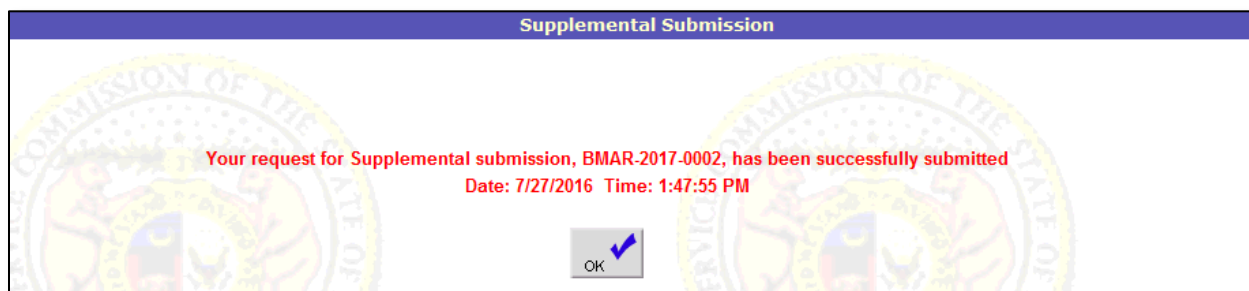
## Missouri Public Service Commission

### EFIS – *Submit Supplemental Annual Report or Supplemental Extensions*

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A confirmation screen with the tracking number will appear.

17. Click the **'OK'** button to return to the **'Filing/Submission'** screen.



For additional assistance, please contact the Data Center at 573-751-7496 (local to Jefferson City, MO) or [datacenter@psc.mo.gov](mailto:datacenter@psc.mo.gov).